

PENNSCYPAA Advisory and Host
8/25/24
Saint Mark's Parish House
1040 Chestnut Tree Road
Honey Brook, PA 19344
Zoom: 831 0030 0006 (pw: 304530)

Attendance (Advisory Council):

Chairperson: Peter B (Chester County - Chairperson), ***Co-Chairperson:*** Steve M (Lancaster - Program Chair), ***Treasurer:*** Kelsey H (Chester County - Outreach Chair), ***Secretary:*** David H (Bucks County - Treasurer), ***Assistant Secretary:*** Brian A (Montgomery County - Secretary), ***Webmaster:*** Lindsay E (Bucks County - Events Chair), ***Archivist:*** Gary C (Williamsport - Program Chair), ***Outreach Chair:*** Nora J (Bucks County - Chairperson), ***Outreach Co-Chair:*** Kelly M (Montgomery County - Program Chair), ***Chester County Liaison:*** Jaimie H (Chester County - Program Chair), ***Delaware County Liaison:*** Mike F (Montgomery County - Treasurer), ***Lehigh Valley Liaison (Alternate):*** Jim B (Montgomery County - Service Co-Chair), ***Philadelphia Liaison (Alternate):*** Lindsey S (Bucks County - Service Chair), ***York Liaison:*** Anna A (Williamsport - Activities Chair), ***Members At Large:*** Kim P (Chester County - Site Chair), Kim W (Lancaster - Events Chair), ***Alternates:*** Lar S (Williamsport - Treasurer), Barb K (Bucks County - Secretary), Aaron M (Montgomery County - Co-Chairperson)

Attendance (Harrisburg Host):

Chairperson: Tim S, ***Treasurer:*** Nicole G, ***Site Chair and Webmaster:*** Cam G, ***Program Chair:*** Aaron S, ***Registration Chair:*** Andrew A, ***Traditions and Concepts Chair:*** Josh B

Attendance (Chester County Bid):

Chairperson: Nick M, ***Treasurer:*** Claire B

Attendance (Delaware County Bid):

Chairperson: Liam E

Attendance (Lehigh Valley Bid):

Chairperson: Bob L

Attendance (Philadelphia Bid): No members present

Attendance (York Bid): No members present

A Quorum was established.
The meeting was called to order at 12:07 PM by Chairperson, Peter B.
Serenity Prayer by Chairperson, Peter B.
Roll call by Chairperson, Peter B.

Host Chairperson's Report

- Business meetings are being held on the first Saturday of each month at 12:00 PM.
- Events:
 - Happy Joyous Free Spaghetti Dinner will be held on Saturday, September 21st. See Upcoming Dates below for full details.
 - Halloween Dance co-hosted with the York Bid for PENNSCYPAA and the Liberty Bid for EACYPAA will be held on Friday, October 18th. See Upcoming Dates below for full details.
- Outreach:
 - Trey has been all over the place with outreach. He has several Outreach Co-Chairs from within the committee and many have joined from outside the committee as members of the Outreach Subcommittee.
 - We have had a few people at every event that we can get to.
- Merch:
 - The Theme Ad Hoc Subcommittee determined that the theme should be "Archway to Freedom" and a logo has been approved.
 - Ordering 100 shirts with 50 of them being the first design and then another 50 with an additional design.
 - Buttons have been made. Stickers will be made in the near future.
 - Selling the remaining bid committee merch.
- Bylaws:
 - Held a Bylaws Ad Hoc Subcommittee that lasted for 5 hours!
 - Many changes to the Bylaws were recommended by the subcommittee and have been adopted by the Host Committee (A copy of the updated Bylaws will be sent out with the minutes).
- Budgets have been voted on which will make it easier for those that need them.
- New members have been joining the Host committee that weren't on the bid or even at the first committee meeting. They're even taking positions!
- The Site Chair stepped down. Elected a new Site Chair.
- The Unity Chair stepped down. Electing a new Unity Chair at the next meeting.
- Had one fellowship event so far and have another coming up in September.
- PI:
 - Taking meetings into local recovery houses with meetings currently scheduled until the end of the year.
 - Voted to donate 10 big books.
- Service:
 - Working with the Activities Chair at the District to participate in the District Workshop.
- Filed for an EIN number and non-profit status right after being awarded PENNSCYPAA. The Chairperson's name was on all applications and signed the Hotel contract. Needed Bylaws to make the application for non-profit status and now that we have the updated Bylaws, we will be doing so.
- The next Host Committee business meeting is on Saturday, September 7th.

Q: Was the contract signed with only the Chairperson's name? Or in the name of the Host Committee with the EIN number?

A: The EIN number was in place at the time of signing the hotel contract, and the hotel contract was signed in the name of the Host Committee.

Host Treasurer's Report

- 277 total registrations (195 registrations, about 15 scholarships, and the rest unknown. Explained further in the Q&A from the Registration Chairperson's Report below.)
- Income YTD:
 - Registration: \$3,114.56
 - Merchandise: \$702.00
 - Events: \$94.00
 - Start Up: \$12,148.87
 - **Total Income: \$16,059.43 (\$4,990.56 since PENNSCYPAA)**
- Expenses YTD:
 - Administrative: \$245.84
 - Merchandise: \$447.50
 - Registration: \$0.00
 - Entertainment: \$0.00
 - Program: \$0.00
 - Site: \$250.00
 - Events: \$0.00
 - Outreach: \$326.19
 - **Total Expenses: \$1,269.53**
- **Current Balance: \$15,113.59**
- An Outreach budget of \$150.00 per month has been approved by the Host Committee.
- Current budget projections show a deficit net income of \$720.73. May have to increase registration pricing sooner to make up for a deficit net income.

Q: How many events should we have?

A: There are trade offs to having more or less events. More events provide more opportunities to make some income, but also to outreach the conference and get registrations.

A: Up to your committee to determine.

A: Events can help carry the message. Also consider giving away registrations as door prizes.

Host Site Chair's Report

- Have been in contact with the Penn Harris Hotel. Continuing to monitor room reservations and will request more if needed.
- Several Site Tours to come. Specifically to get some positions familiar with the location such as Security, AV, Accessibilities, and Room and Board Coordinator. Also need to check out the location to determine where signage may be needed.

Information: Advisory typically has our final walkthrough of the hotel in April or May and requests to reserve a conference room for our quarterly business meeting. We will have the date of this meeting at our next business meeting in January.

Information: The attrition on the hotel contract is set at 80%. Keep your eye on the number of room reservations. The contract has 100 rooms each night which would be 80 rooms each night for attrition.

Host Program Chair's Report

- Have had 2 Program Subcommittee meetings.
- The Bylaws and Theme Subcommittees have been working together with the Program Subcommittee.
 - The Bylaws Subcommittee created a ton of coordinator positions such as: Room and Board, Entertainment, Workshops, Speaker, Panels, Marathon Meeting, Hospitality, SWAG, Greeter, Security, Accessibilities, AV, an Volunteer.
 - Members have volunteered to spearhead the positions but we will have elections for these positions within the Subcommittee in September.
- Speaker Seekers are looking potential speakers with some of the following criteria: 10+ years of sobriety, YPAA service, General Service experience, got sober young, etc.
 - Looking for about 4 female and 5 male speakers. The total number of speakers will be narrowed down to 3.
 - The Program Subcommittee will vote for a slate of speakers and then have it approved at the main Host Committee meeting.
- The Events Chair has been working with the Program Subcommittee to book some aspects of the program. Snook has been confirmed for the HUGS workshop. Angie has been confirmed for an energy healing workshop. 1-2 additional workshops to be planned. ICYPAA hosted a Traditions for Relationships workshop that was popular.
- Working on SWAG. Would like to order quality items, but potentially cheaper. Considering keychain holders for coins and customized PENNSCYPAA coins.
- The Security team has had a lot of interest from volunteers.
- Planning on providing Spanish and ASL interpretation.
- Cam G stepped into the position of Site Chair. Has begun working with hotel contact and will be the point person for the Security Chair.
- The hotel booking link starts Thursday due to the hotel requiring a minimum of 5 hotel rooms to be booked for that date according to the contract. The hotel link went down and needed to be brought back up. To bring it back up, they added more rooms for Thursday even though we are only required to book 5 rooms that night. The promo code should apply regardless of whether the guests book Thursday-Sunday or Friday-Sunday.
- A member stepped up to be Hospitality Chair. They are working to coordinate volunteers and Food and Beverage.
- The AV Coordinator has been working with Red Tie Entertainment to obtain quotes and to book them to provide AV services for the conference. Red Tie Entertainment has provided AV services to service PENNSCYPAA's in the past.
- The Volunteer Coordinator is working on collecting data from registrants about whether they are interested in volunteering for hospitality, registration, panels, etc.
- Greeters will be posted throughout the conference space to welcome attendees.
- The hotel is a conference center. The main ballroom is approximately 15,000 sq ft and can fit almost 1,200 people.

- Would like to have a “lounge area” outside of the main ballroom.
- The breakout rooms for workshops, panels, and entertainment can be divided into 4 separate rooms with dividing walls, or 1 or 2 larger rooms if needed.
- Planning a red ball meeting, 3-5 workshops, 18 panels, 2 dances, and 4-6 entertainment options.
- Consulting with past PENNSCYPAA programs to determine what needs to be in the program, what can be removed, and what can be added to.
- Need to determine actual scheduling of events in each room.
- The main ballroom looks like an egg.
- The Veranda is a great spot for the Hospitality Room.
- A coat room is available for locking up merchandise and other important materials and is conveniently located near the registration area.

Host Registration Chair’s Report

- Registration totals as of today are 201 registrants with a total of 285 including scholarships and other registrations.
- Registrations have primarily been through Venmo with a link on the website having been added recently.
- Would like to move away from using just Venmo and cash and instead try using the Wix website for payments. Potential payment platforms could be built in Wix functionality, Jotform integration to Wix, or Square or PayPal integration.
- Currently weighing options for cost effectiveness for payment options between PayPal, Square, etc. Those are pretty similar. Square would probably be easier for onsite registrations.
- The big question is about whether to use the forms that are already on Wix or use Jotform integration. It seems like it might be better for our needs to use Jotforms. We would like to have one form to also include information about what days people intend to attend and whether they would like to volunteer for anything such as panel topics that people would be interested in volunteering to be on. Would also like to add accessibility information to the registration form.

Q: What are the unknown 60 or so “registration”?

A: Some people paid extra without identifying whether they were for specific people or for scholarships. We will be reaching out to people to figure that out.

Q: What would be the best platform?

A: Wix requires an upgraded account in order to sell tickets and merchandise as well as having a custom domain name. Approximately \$30 per month for an upgraded account.

Host Traditions and Concepts Chair’s Report

- Have been hosting a Traditions and Concepts discussion group on the 1st and 3rd Sundays of each month. The 1st Sundays are Traditions and the 3rd Sundays are Concepts.
 - Not going through all Traditions and Concepts but going through the ones that are most important to YPAA Committee service.

- The meetings are less workshop based and more discussion based. For example, “What does this Tradition or Concept mean to you?” and “How can you utilize this both in AA and outside of AA?”
- Have been inviting the York Bid to all Tradition and Concepts meetings.
- Great to see members gaining a better insight as we continue to hold these meetings.
- Planning to work together with the York Traditions and Concepts Chair to increase participation between both committees.

Host Chairperson’s Report (Continued)

- 2 Spanish speaking interpreters and 2 ASL interpreters have been booked.

Q: Would like feedback about having a main speaker on Sunday or something like a 4-5 speaker panel for “God as I understand him”.

A: Some favored having a Sunday speaker, some favored a sharing session, and some favored a “God as I understand him” panel.

A: Encouraged to make a decision among your committee.

A: Encouraged to utilize a smaller room rather than the main ballroom.

A: If you have a speaker, you may have more attendance at the Sunday morning meeting.

Chester County Bid Chairperson’s Report

- Current Balance: \$4,869.92
- Elections will be held on Sunday, September 15. See Upcoming Dates below for full details.
- The next event will be A Colorful Journey Through the AA Steps. This will include a potluck lunch with art to follow. Then there will be a meeting where the sharing can include the art as a visual aid. See Upcoming Dates below for full details.
- Working with local District to co-host Thanksgiving and Christmas alcathons.
- Would like to have the Festivus event again and co-host it with all of the committees that would like to attend.

Delaware County Bid Chairperson’s Report

- Held elections about 3 weeks ago.
- More positions to be filled soon at our next meeting.
- Planning our next few events. Last year we came out sprinting and then ghosted. Trying to avoid doing that again.

Q: Liam E asking Host: Online registration doesn’t appear to be using the promo code if you set the start date to Friday rather than the default Thursday.

A: Host is looking into it and will try to get it working asap.

Lehigh Valley Bid Chairperson’s Report (Had to leave before bid reports. Will send out a report separately)

Philadelphia Bid Chairperson’s Report (Absent)

York Bid Chairperson's Report (Absent)

General Announcements

Peter B: Advisory will have a check in meeting in October. This is only for Advisory members. At this meeting, we will determine the date for the January quarterly meeting. All committees are welcome to attend the meeting between Advisory and Host. Also, feel free to reach out to your Bid Committee Liaison, but you can also reach out to any member of Advisory if needed.

Kim W: There is a new young people's meeting starting in Reading.

Tim S: There is a new young people's meeting starting in York.

Josh B: There is a new young people's meeting starting in Harrisburg which is a 12 and 12 meeting on Mondays.

Upcoming Dates

- 9/15/24 @ 10:00 AM - Elections (Chester County Bid)
 - **Zoom: Meeting ID:** 858 6658 0736, **Passcode:** 232668
- 9/21/24 @ 5:00 PM - Happy Joyous Free Spaghetti Dinner (Harrisburg Host)
 - St Paul Lutheran Church, 530 Bridge Street, New Cumberland, PA 17070
- 9/28/24 @ 12:00 PM - Hello Fall Extravaganza (Lehigh Valley Bid)
 - Bicentennial Park, Pavilion C, 5450 Liberto Lane, Bethlehem, PA 18017
- 10/18/24 @ 6:30 PM - Halloween Dance (Harrisburg Host, York Bid, and Liberty Bid for EACYPAA)
 - St Matthew Evangelical Church, 839 W Market Street, York, PA 17401
- 10/19/24 @ 12:00 PM - Colorful Journey Through the AA Steps (Chester County Bid)
 - 125 W Sickel Street, Kennett Square, PA 19348
- 10/25/24 @ 10:00 AM - Advisory Check-In Meeting (**ADVISORY ONLY**)
 - **Zoom: Meeting ID:** 831 0030 0006, **Passcode:** 304530
- January date TBD @ 10:00 AM - Advisory Quarterly Meeting / 12:00 PM - Advisory / Host Meeting
 - In person location TBD
 - **Zoom: Meeting ID:** 831 0030 0006, **Passcode:** 304530
 - Bid committees encouraged to attend at 12:00 PM
 - Date TBD at the October Advisory Check-In Meeting
- 6/20/24-6/22/24 - PENNSCYPAA XXXVI (Harrisburg Host)
 - Penn Harris Hotel, 1150 Camp Hill Bypass, Camp Hill, PA 17011

Motion to Adjourn passed by affirmation of hands.

Closed with Responsibility Statement by Chairperson, Peter B.

The meeting was adjourned at 1:33 PM.

Respectfully submitted by:

David H